

B●**OWEL** **RESEARCH** **UK.**●

Chairperson Finance Committee/Treasurer

Bowel Research UK

Candidate Information Pack

February 2021

Treasurer & Chairperson Finance Committee

Bowel Research UK

This is an exciting opportunity to join the Board of the leading charity dedicated to funding research into bowel cancer and bowel disease in the UK.

Background

Bowel Research UK was founded in 2020 following a merger between two well-respected charities: Bowel & Cancer Research and the Bowel Disease Research Foundation. Between them, the two charities have over 50 years' worth of experience in helping to fund cutting edge research and making enormous progress in the fight against bowel cancer and other bowel diseases.

In the UK, bowel cancer and other bowel diseases are woefully underfunded, despite the fact that these conditions can affect anybody; 1 in 15 men and 1 in 18 women will suffer from bowel cancer during their lives. The need to understand the risk factors and potential causes, as well as identifying new ways to diagnose, treat and manage these conditions has never been more urgent.

We believe that a cure for bowel cancer and effective treatments to mitigate, or entirely eradicate, other bowel diseases remains possible – but only if we continue to fund leading research and invest in our scientific and medical communities today, to see the benefits tomorrow.

We aim both to increase and strengthen the research base in the UK and to support international research collaborations. We will continue and expand our investment in training the next generation of researchers.

Our founding charities have invested over £9 million directly into research projects tackling bowel cancer and bowel disease. We have discovered new ways of doing things, set up audits & data registries that improve patient care, and enabled research into life-changing clinical trials.

A further £2.4 million of our funding helped establish the National Bowel Research Centre at Queen Mary University of London. The Centre is discovering genuine firsts in the hunt for better treatments and potential cures and attracting millions in commercial research funding.

Alongside the Association of Coloproctology for Great Britain & Ireland, we helped to fund the creation of Royal College of Surgeons Surgical Specialty Leads – driving an explosion in surgical research trials both within the UK & globally.

Our initiatives to enhance patient involvement in research have been revolutionary – making sure patients themselves are the people helping to set the research agenda and designing studies. Through these, we have unlocked research funding for large scale clinical trials from major funders like the National Institute for Health Research (NIHR) and the Medical Research Council.

This information pack has been prepared by Eastside Primetimers for Bowel Research UK and includes sensitive information. The use of the information, therefore, should be controlled and limited to those concerned directly with this assignment.

Recruiting a Treasurer

Having come the end of his term, our Treasurer and Finance Committee Chair has stepped down, hence we seek to attract a committed, motivated and highly skilled finance professional to fill the vacant position. We are looking for an experienced qualified accountant, with long-term, strategic experience and the interpersonal and leadership skills to chair the Finance Committee. You may have a background in the commercial and/or charity sectors, working in senior finance roles. As the Treasurer, you will be working with and providing strategic guidance to Bowel Research UK's competent finance and executive team. You will be both strong at reviewing performance and targets, as well as unpicking the figures. We are particularly looking for someone who shares our passion for our cause.

Bowel Research UK, borne on the shoulders of its forebears, has ambitious plans for the future. It will play a major part in advancing the understanding and management of all major bowel diseases by funding the brightest and best clinical and laboratory researchers. Through its efforts, the life prospects of affected people, now and in the future, will be extended and enhanced. If you're keen to support our work and our strategic growth in the role of Board Treasurer, we would be delighted to receive your application.

**By researching cutting edge treatments
and investing in the best science, we're
saving and improving people's lives.**

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Job description

Location	London
Time Commitment	In line with current government guidelines meetings are currently over Zoom. Four Board meetings are held per year and the Finance Committee meets in advance of each Board meeting.
Remuneration	This role is voluntary/unpaid, but reasonable expenses will be reimbursed when agreed in advance.

Overall Purpose of the Treasurer Role

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

General responsibilities

- Ensure Bowel Research UK complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure the organisation pursues its objects as defined in its governing document
- Ensure Bowel Research UK applies its resources exclusively in pursuance of its objects
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed target
- Safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation
- Ensure the financial stability of the organisation
- Protect and manage the property of the charity and ensure the proper investment of the charity's funds
- Use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions

Additional duties of the Treasurer:

- Oversee, approve and present budgets, accounts and financial statements
- Be assured that the financial resources of the organisation meet its present and future needs
- Ensure the charity has an appropriate reserves policy
- Support the preparation and presentation of financial reports to the board
- Ensure appropriate accounting procedures and controls are in place
- Liaise with staff about financial matters
- Advise on the financial implications of the organisation's strategic plans
- Ensure the charity has an appropriate investment policy
- Ensure there is no conflict between any investment held and the aims and objects of the charity
- Monitor the organisation's investment activity and ensure its consistency with the organisation's policies and legal responsibilities
- Ensure the organisation's compliance with legislation

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- Ensure equipment and assets are adequately maintained and insured
- Ensure the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g., the Charity Commission and/or the Registrar of Companies
- Lead on the appointment of the auditor/independent examiner, and ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keep the board informed about its financial duties and responsibilities
- Contribute to the fundraising strategy of the organisation
- Make a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sit on appraisal, recruitment and disciplinary panels as required

Person Specification

- Financial qualifications and experience
- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision and confident leadership style
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to analyse proposals and examine their financial consequences
- Preparedness to make (unpopular) recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis

How to apply

Application is by CV and a covering letter which should indicate why you are interested in applying for the Treasurer role and how you meet the role requirements. Please send this to Marlijn Wijkhuizen, Marlijn@ep-uk.org. If you would like a call to discuss the role in more detail, please email Marlijn to arrange a convenient time.

The closing date for applications is Friday 19th March, with shortlisting telephone or online interviews taking place the next couple of weeks thereafter. Interviews with Bowel Research UK will take place week commencing 12th April.

Bowel Research UK is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support. We warmly welcome applications from all suitably qualified candidates.

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